

# J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

MEETING DATE: July 12, 2004

## PRESENT:

- √ Whitehouse, Veronica, Chair
- √ Price, Robert, Treasurer
- √ Wrobel, Jack, Secretary
- ☐ Daniels, David
- √ Adams, Elizabeth
- √ Kelly, Sandra
- √ Rainville, Ellen Director
- √ Nolen, India Asst. Director

## ABSENT:

- ☐ Whitehouse, Veronica, Chair
- ☐ Price, Robert, Treasurer
- ☐ Wrobel, Jack, Secretary
- √ Daniels, David
- ☐ Adams, Elizabeth
- ☐ Kelly, Sandra
- ☐ Rainville, Ellen Director
- ☐ Nolen, India Asst. Director

## I. CALL TO ORDER: 7:36 PM

## II. SIGNING OF WARRANTS:

| <i>Trust Fund</i>                        | <i>Expenditures</i>                   | <i>Deposits</i>                         |
|--|---------------------------------------|---|
| Library Trustee Acct., #672              |                                       | International Paper Dividend<br>\$27.00 |
| All Purpose Trust Fund, #673             |                                       | Eaton Vance Dividend \$65.76            |
| Library Book Fund, #674                  |                                       |   |
| Lecture Trust Fund, #675                 |                                       |   |
| J. V. Fletcher Library Trust Acct., #676 | ALA Conference<br>Attendance \$695.66 |   |
| E.D.R. Cont. Educ. Trust Fund, #677      |                                       |   |

## III. MINUTES: 6/7/04 deferred to next meeting

- A. Approved: \_\_\_\_
- B. Amended: \_\_\_\_
- C. Disapproved: \_\_\_\_

## IV. APPROVAL OF TREASURER'S QUARTERLY REPORT:

The total assets as of 6/30/04 are \$322,032.05 of which \$167,367.68 is non-expendable and \$154,664.37 is expendable. Motion to accept the Treasurer's Quarterly Report was made by R. Price, seconded by S. Kelly, and unanimously approved.

**V. REPORT OF THE DIRECTOR:**

- a) Marguerite (Margo) Sallet of Westford was hired to fill the Administrative Assistant position from among the eight applicants that were interviewed. Her first workday was July 12, 2004. There were a total of 28 applicants.
- b) The Library returned \$18,789.89 in salary and \$66.92 in operations to the Town out of a total FY2004 Appropriation of \$1,179,117.00 due to retirements and resignations.
- c) Due to the negative balances in the FY2004 Library Operations line items for utilities, the respective line items for FY2005 have been increased except for Electricity, which was predicated on FY2003 expenditures. A retrospective on KWH usage over several years was distributed.
- d) The Westford Community Preservation Act Committee endorsed the Library's application for the Main Street Façade restoration in the amount of \$19,380.
- e) There was a drop of 1.6% in circulation for FY 2004 probably reflecting a drop of 5% in open hours.
- f) The Library Director was asked by the Town Manager to be on the Selection Team for the new Westford Human Resources Director.

**VI. REPORT OF COMMITTEES:**

- a) Finance Committee - A motion for a Board Resolution to authorize R. Price to request issuance of a certificate for 108 shares of Xcel stock was made by R. Price, seconded by S. Kelly and unanimously approved.
- b) Policy Committee –
  - 1) First Reading – Computer Filtering: There was a consensus that there was no need to publish the Library statement on computer filtering on the Library web site. The current Internet Access Policy could stand on its own.
  - 2) First Reading – Statement on the USA Patriot Act: There was a consensus that the Library should sponsor a resolution for the Fall 2004 Special Town Meeting stating the sections applicable to Library files should be rescinded or at least allowed to expire under the Act's sunset clause.
  - 3) The use of Library property for sale of items by other than the Library or Friends of the Library was discussed (Policy on Sale of Tickets, etc.) The consensus was to update the Policy to reflect the Trustees' discretionary approval authority.

**VII. COMMUNICATIONS:**

- a) The Trustees' Safety Deposit Box inventory was presented.
- b) A request was made to the Town Manager for legal services to determine if the duration of the Director's and Assistant Director's contracts could be signed as three-year documents.

**VIII. UNFINISHED BUSINESS:**

- a) A motion to increase the compensation for development of the CD version of the Trustees' Manual was made by S. Kelly, seconded by R. Price and unanimously approved.
- b) The signing of the Director's and Assistant Director's contracts was deferred to the next meeting pending hearing from Town Counsel.

**IX. NEW BUSINESS:**

- a) A draft article for the Fall 2004 Special Town Meeting for an additional \$6,000 in FY2005 funds to meet the Municipal Appropriations Requirement was distributed. A motion to forward the draft article was made by L. Adams, seconded by J. Wrobel and unanimously approved.
- b) The kickoff meeting for the 2006-2010 Long-Range Plan Process was set for November 8, 2004. The subject will be an overview of the process by the Northeast Massachusetts Regional Library System (NMRLS) Executive Director.

**X. ANNOUNCEMENTS:**

R. Price reported on the Friends of the Library activities.

**XI. ADJOURNMENT:** Motion to adjourn was made by L. Adams, seconded by R. Price and unanimously approved at 9:17pm.